




Department of Energy
Washington, DC 20585

February 9, 2007

TO: PROGRAM RECORDS OFFICIALS
RECORDS MANAGEMENT FIELD OFFICERS

FROM: LORRETTA D. BRYANT 
ACTING DIRECTOR, RECORDS MANAGEMENT DIVISION, IM-23

SUBJECT: NUMBERED MEMORANDUM RM 2007-07, CONTRACTOR
COMPLIANCE WITH RECORDS MANAGEMENT REQUIREMENTS

The Contractor Requirements Document (CRD) attached to DOE O 243.1, *Records Management Program*, dated February 03, 2007, sets forth the records management requirements of contractors who create, receive, use, maintain, disseminate, and/or dispose of DOE records in connection with the performance of DOE-funded tasks or activities. The contracting officer incorporates the CRD into the contract. The contractor is responsible for flowing down the requirements of the CRD to subcontractors at any tier to the extent necessary to ensure the contractor's compliance with the requirements. You should consult with your respective contracting officers to ensure that the CRD is included in the **contract(s)**.

The omission of the CRD does not exempt the contractor from complying with records management regulations. Pursuant to 36 CFR 1222.48, contractors performing Congressionally-mandated program functions create or receive data necessary to provide adequate and proper documentation of these programs. The data are Federal records and shall be managed in accordance with Federal records management laws and regulations.

cc: RLO's

